



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

WATER RESOURCES ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To perform a variety of complex and highly responsible professional administrative duties related to water resource and conservation management. To plan, organize and direct water resources activities to include the development of policies, coordination and administration of programs, and implementation of the City's short and long range water resource and conservation plan.

Supervision Received and Exercised:

Receives general direction from the Water Utilities Department Manager or from other management staff.

Exercises direct supervision over water resources technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, implement, coordinate, and update the City's Water Resource and Conservation Plan.
- Propose and implement program changes to assure compliance with water conservation goals and objectives.
- Ensure that the Water Utilities Manager, City management, and the City Council are kept abreast of current legislation, regulations, and new policies affecting water resource and conservation through position papers, technical reports and oral presentations.

CITY OF TEMPE

Water Resources Administrator (continued)

- Represent the City and serve as the City's primary liaison with various committees, agencies and associations such as the Arizona Municipal Waters Users Association, Salt River Project, Sub-Regional Operating Group and Maricopa Association of Governments.
- Represent the City before legislative committees and hearings regarding water resource issues and participate in negotiations as required.
- Review, follow, and advise upper management on negotiation processes and procedures relating to Central Arizona Project subcontract, ground water code, water quality regulations, etc; meet with officials of other cities, the State, Salt River Project (SRP) and the Central Arizona Project (CAP) as required.
- Plan and propose budgetary requirements to assure a viable conservation program within the City; prepare and administer the water resource and conservation budget.
- Monitor and report the cost benefit and effectiveness of the City's water resource and conservation programs to City management and the City Council.
- Serve as the City's primary spokesperson with the general public and media services on water conservation issues.
- Direct and conduct short and long-range water planning activities including research, analysis, issue identification, projection, modeling and related tasks.
- Prepare applications for various permits from appropriate federal and state agencies.
- Interact and elicit information from other City departments in order to carry out the City's objectives relating to water resource and conservation management.
- Perform related duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of administrative or managerial experience in water resource and conservation management, to include policy development, preferably in a public agency.

CITY OF TEMPE

Water Resources Administrator (continued)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, engineering or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona Driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 0390

Salary Range: 47

Compensation Plan: P40/Regular

FLSA: Exempt